

Air Quality and Environmental Management

BLM Project Records

LRDA Number 20101784

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents projects involving federal Bureau of Land Management and may include request for assistance forms, project activity reports, financial documents, memos, related correspondence, and similar documents.	Three (3) fiscal years following the expiration of the project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, 43 CFR 1880, NRS 11.190 (3)(d), NAC 239.165	Review for historical value.

Emission Inventory Studies and Reports

LRDA Number 20101786

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports are designed to support criteria pollutant studies, plans, and/or state implementation plans and are usually geared towards specific point sources.	Permanent	This record series usually does not contain confidential or restricted information.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	None

Emission Reduction Program Records

LRDA Number 20101789

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents programs designed to reduce harmful pollutants. The programs are designed to reduce harmful emissions from Carbon Monoxide, Ozone, PM10, PM2.5, VOC, Nitrogen Oxide, Carbon Dioxide, HAPs, etc. and may be included as a component of the State Implementation Plan. Records may include program reports, studies, guidelines, proposals, grant requests, related correspondence and similar documents. Programs may include, but are not limited to, Voluntary Vehicle Repair Program, Lawn Mower Exchange Program, Off-Road Vehicle Diesel Retrofit Program, Truck Stop Electrification Program, Gas Cap Exchange Program and similar programs.	For programs linked to State Implementation Plan- Retain this series for five (5) calendar years after superseded or withdrawn. For programs not linked to the State Implementation Plan- Retain for five (5) calendar years after expiration of program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	Review for historical value.

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Endangered Species Act (ESA) Section 10 Records

LRDA Number 20141895

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits received from the U.S. Fish and Wildlife Service for activities which would otherwise be prohibited by the ESA. Permits may be for scientific purposes, enhancement of propagation or survival, or for incidental taking of wildlife and may authorize a single transaction, a series of transactions, or a number of activities over a specific period of time. Records used in the permitting process may include but are not limited to application forms, Habitat Conservation Plans, implementation agreements, funding plans, draft National Environmental Policy Act analysis, safe harbor agreements, candidate conservation agreements, copies of financial records, related correspondence, and similar records.	Ten (10) calendar years from the expiration or revocation of the permit	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	50 CFR 17.22, 50 CFR 17.32, 50 CFR 17.62, NRS 244.386, NAC 321.418	The office of record for this series is the U.S. Fish & Wildlife Service. Section 10 of the ESA is designed to regulate a wide range of activities affecting plants and animals designated as endangered or threatened, and the habitats upon which they depend.

Enforcement Actions

LRDA Number 20101788

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of Notices of Violation (NOV) and resolution of enforcement action. Records may include notice of violation, evidentiary documents, response forms, tracking forms, stipulations, hearing officer reports, orders, waivers, findings, penalty payment plans, photos, audio/visual records, related correspondence, and similar documents.	Six (6) calendar years from the date of final resolution.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	Review for historical value.

Landfill Records

LRDA Number 20071595

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents municipal landfill operations. This series may include but is not limited to applications, permits, operating records, compliance reports, plans (engineering, operating, contingency, sedimentation, erosion control, etc.), hydrogeological reports, inspection reports, gas monitoring reports, ground-water monitoring reports, regulations and standards, results of various samples, training records, remediation plans, cost estimates, financial assurances, closure and post-closure care plans, and related documents.	Permanent.	None	40 CFR 258, NRS 444.558, NRS 444.580	None

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Nevada CAPP/PTAH Files

LRDA Number 20071612

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains documents related to Chemical Accident Prevention Programs (CAPP) and Plans to Abate Hazards (PTAH). The files may contain but are not limited to registration documents, operating procedures, hazard assessments, process hazard analysis, training procedures, equipment maintenance procedures, safety reviews, incident reports, corrective action reports, copies of reports and/or forms submitted to regulatory agencies, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 459.380 to 459.3874, NAC 459.952 to 459.95528, NRS 459.3822, NAC 459.95523, NAC 239.165 (1)(2)	None

Permit Files-Stationary Source

LRDA Number 20101787

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series pertains to stationary sites emitting air pollutants. Records may include applications, permits, inspections, enforcement corrective action orders, copies of notices of violation, compliance hearing records, performance tests, copies of emission reports, certification reports, ownership change records, financial reports, forms, memos, related correspondence, and similar documents.	Twenty (20) calendar years after site closure.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	Review for historical value.

State Implementation Plan (SIP) and related studies

LRDA Number 20101785

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents air quality reports and studies performed as part of the State Implementation Plan (SIP). Records may include but are not limited to implementation plans, carbon monoxide studies, modeling data plans, ozone reports, transportation plans, air toxics studies, attainment demonstration plans, milestone achievement reports, and similar reports and/or studies.	Five (5) calendar years after superseded or withdrawn.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	Records in this series may also be found incorporated in whole or part, into County Code, Health District Code, State and/or Federal Law. Review for historical value.

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State Implementation Plans (SIP) - Transportation Plans

LRDA Number 20101791

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information used in developing plans to achieve national ambient air quality standards through a reduction of vehicle miles of travel. Records consist of transportation control plans, conformity determinations, studies, employer incentive plans, strategy papers, copies of emissions standards, meeting notices, concurrence requests, related correspondence and similar records. Final transportation control plans become part of state implementation plans (SIPs).	Five (5) calendar years after superseded or withdrawn.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	Clean Air Act section 176 (c)(4)(E), 40 CFR 51.390, 40 CFR 93.100 to 93.129	Review for historical value.

Vacant Land Monitoring Reports

LRDA Number 20101790

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor vacant lands, unpaved parking lots, unpaved roadways and similar areas within the city/county. Records may include inspection reports, enforcement records, complaints, related correspondence and similar supporting material.	Three (3) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(a)(b)(d)	Review for historical value.

